

# **Commonwealth Technology Portfolio, Version 2**

IT Project Reports

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**here are two types of Project reports for the Commonwealth Technology Portfolio and its evaluation:**

- 1. IT Project Proposals submitted by agencies for review and approval.**
- 2. Current IT projects reported by agencies on the Dashboard.**

# Current Projects Report Sample

## Major IT Current Projects Secretariat: XYZ Fiscal Year 2005 -2006

Project ID	Agency	Project Title	Remaining Estimated Expenditures	Total Anticipated Funding	Funding Sources	COVs GF Costs	COVs NGF Costs	Within Baseline Budget	Actual Costs To Date	Currently On Schedule	Planned Start Date	Planned End Date
1	AGY 1	System Redesign	\$ 1,000,000	\$ 1,000,000	NG, Other	-	-	Yes	\$ 300,000	Green	12/31/05	12/31/03
2	AGY 1	Extra Teller	\$ 400,000	\$ 400,000	NG	\$0	\$ 200,000	Yes	\$	Red	01/01/04	11/01/04
3	AGY 1	Tax Interface Customers	\$ 3,000,000	\$ 3,000,000	NG	\$0	\$2,000,000	Yes	\$	Yellow	01/02/04	01/02/04
4	AGY 1	Business PIN	\$ 750,000	\$ 750,000	NG	\$0	\$ 500,000	Yes	\$	Red	01/03/04	08/03/04
5	AGY 1	FOBs Systems	\$ 750,000	\$ 750,000	NG	\$0	\$ 500,000	Yes	\$	Green	01/05/04	01/05/04
6	AGY 2	PfM	\$ 150,000	\$ 150,000	NG	-	-	No	\$ 75,000	Green	01/06/04	01/06/04
7	AGY 2	Project A	\$ 9,000,000	\$ 9,000,000	FED	\$0	\$2,000,000	No	\$	Green	01/07/04	01/07/04
8	AGY 2	Project B	\$ 200,000	\$ 200,000	FED	\$0	\$0	No	\$	Green	01/08/04	01/08/04
9	AGY 2	Agency ERP	\$ 6,000,000	\$ 6,000,000	GF	\$ 2,000	\$2,000,000	YES	\$	Yellow	01/08/04	01/09/04
10	AGY 2	Web enabled transactions	\$ 2,000,000	\$ 2,000,000	NG	\$0	\$ 100,000		\$	Yellow	01/08/04	01/10/04

Project ID	Benefits To COV	Mission Critical	Mandated	Statewide Application	Strategic Alignment	External Risk	Technical Risk	Budget Risk	Overall Project Risk	Agency Overall Red Status	Project Past Performance
1	-	-	-	-	-	-	-	-	-	10%	Green
2	High	Yes	No	Yes	High	High	High	Low	Medium	5%	Red
3	Med	Yes	No	Yes	Med	Med	Med	Medium	Medium	30%	Yellow
4	Low	No	No	No	Low	Low	Low	High	Low	25%	Red
5	Low	No	No	No	Low	Low	Low	High	Low	25%	Green
6	-	-	-	-	-	-	-	-	-	30%	Green
7	Low	No	No	No	Low	Low	Low	Medium	Low	30%	Green
8	High	No	Yes	No	High	High	High	Medium	High	55%	Green
9	High	Yes	No	Yes	High	High	High	High	High	20%	Yellow
10	Low	No	No	No	Low	Low	Low	Low	Low	5%	Yellow

# Project Proposal Report Sample

## Major IT Project Proposals Secretariat: XYZ Fiscal Year 2005 -2006

Project	Agency	Project Title	Estimated Total Expenditures	Total Anticipated Funding	Funding Sources	COVs GF Costs	COVs NGF Costs	Planned Start Date	Planned End Date	Agency Priority Ranking
	AGY 1	System Redesign	\$ 400,000	\$ 200,000	NG, Other	\$0	\$ 200,000	12/31/05	12/31/03	2
	AGY 1	Extra Teller	\$ 400,000	\$ 200,000	NG	\$0	\$ 200,000	01/01/04	11/01/04	4
	AGY 1	Tax Interface Customers	\$ 3,000,000	\$ 1,000,000	NG	\$0	\$ 2,000,000	01/02/04	01/02/04	3
	AGY 1	Business PIN	\$ 750,000	\$ 250,000	NG	\$0	\$ 500,000	01/03/04	08/03/04	1
	AGY 1	FOBs Systems	\$ 750,000	\$ 250,000	NG	\$0	\$ 500,000	01/05/04	01/05/04	5
	AGY 2	PfM	\$ 750,000	\$ 250,000	NG	\$0	\$ 500,000	01/06/04	01/06/04	5

Project	Benefits To COV	Mission Critical	Mandated	Statewide Application	Strategic Alignment	External Risk	Technical Risk	Budget Risk	Overall Project Risk	Agency Overall Red Status
	High	Yes	No	Yes	High	High	High	Low	Medium	-95%
	High	Yes	No	Yes	High	High	High	Low	Medium	5%
	Med	Yes	No	Yes	Med	Med	Med	Medium	Medium	30%
	Low	No	No	No	Low	Low	Low	High	Low	25%
	Low	No	No	No	Low	Low	Low	High	Low	25%
	Low	No	No	No	Low	Low	Low	High	Low	125%

Project	EPMD (Project Mgt.) Recommendation	CIO Recommendation	Board Decision

# Data Dictionary

Field Title	Definition
Project ID	A project number for the Project Proposals, current Dashboard projects and projects listed in the strategic plan.
Agency	Agency code for the project.
Project Title	Formal project title from Project Proposal and current projects reported on the Dashboard.
Estimated Total Expenditures	Estimated total expenditures over the next 4 fiscal years on the Project Proposal or the total estimate at completion for all current projects.
Total Anticipated Funding	Total anticipated funding from all funding sources listed in the Project Proposal.
Funding Source	There are 4 funding sources: General Fund, Non-General Fund, Federal and Other.
COVs GF Costs	COVs GF costs are the Commonwealth of Virginia's costs listed in the anticipated funding source section under General funding in the Project Proposal.
COVs NGF Costs	COVs NGF costs are the Commonwealth of Virginia's costs listed in the anticipated funding source section under Non-General funding in the Project Proposal.
Actual Cost To Date*	The actual costs to date reported for current projects on the Dashboard
Within Baseline Budget	Is planned cost to date more than actual cost to date?
Currently on Schedule	For the last Secretariat approved status report, is the project reported as Red, Green or Yellow?
Planned Start Date	The Project Charter Approved Date on the Project Proposal for new projects and the Planned Start Date as reported on the Dashboard for current projects.
Planned End Date	The Project Closed Out Date on the Project Proposal for new projects and the Planned End Date as reported on the Dashboard for current projects.
Benefits to COV	Benefits to Commonwealth of Virginia (it evaluation criteria out of 25) High (15-25), Medium (8-14), Low (0-7)
Agency Priority Ranking	Strategic plan ranking, if a Dashboard project only, put placeholder, "continuing".
Statewide	From the Enterprise Project Management Office evaluation
Mission Critical	From the Enterprise Project Management Office evaluation
Mandated	From the Enterprise Project Management Office evaluation
Strategic Alignment	The degree to which the project is consistent with the overall agency IT Strategic Plan: High (17-30), Medium (6-16), Low (1-5) None (0)
External Risk	Project Proposal risk score (High, Medium, Low)
Technical Risk	Project Proposal risk score (High, Medium, Low)
Budget Risk	Project Proposal risk score (High, Medium, Low)
Overall Project Risk	Project Proposal risk score (High, Medium, Low)
Agency Overall Red Status	Percent of all status categories for all projects that have been red in the last 12 months for the following 6 status reports: Sponsoring Secretariat Evaluation, Performance, Cost, Schedule, Scope, Risk. Note: This will only appear if they've had a project on the Dashboard and it has a Secretariat Approved Status Report in the last 12 months.
Past Project Performance	All status categories for the project in last 12 months for the following 6 status reports: Sponsoring Secretariat Evaluation, Performance, Cost, Schedule, Scope, Risk. Note: This will only appear if they've had a project on the Dashboard and it has a Secretariat Approved Status Report in the last 12 months. The performance is based on total red statuses out of the 72 status reports. For projects with 20 -72 red statuses, overall performance will be "Red". For projects with 7-19 red statuses, overall performance will be "Yellow". For projects with 0-6 red statuses, overall performance will be "Green".
EPMO (Project Mgt.) Recommendation	Enterprise Project Management Office evaluation of the project: Highly Recommended, Recommended, Not Recommended
CIO Recommendation	
Board Decision	